



LOS ANGELES COUNTY

YOUTH JOBS PROGRAM DIRECTIVE

NUMBER: LACYJ D16-03

**SUBJECT: GENERAL RELIEF YOUTH EMPLOYMENT
PROGRAM (GYEP) REQUIREMENTS**

DATE: May 26, 2016

EFFECTIVE DATE: July 1, 2016

***** REVISED FOR NUMBERING*****

**TO: AMERICAN JOB CENTERS OF CALIFORNIA (AJCC) PARTICIPATING IN 2016
GYEP**

Purpose

The purpose of this directive is to provide administrative guidance for the implementation of the 2016 General Relief Youth Employment Program (GYEP).

Background

In June 2012, the Department of Public Social Services (DPSS) engaged Community and Senior Services (CSS) to determine if cost savings of General Relief (GR) funds could be measured through an employment program that allowed General Relief Opportunity for Work (GROW) participants to earn their monthly grants through subsidized employment. To that end, this pilot introduced 100 GROW participants to the workforce system and provided them with subsidized employment. Initial GYEP pilot was to expose participants to the workforce system and provide them with valuable work experience that will prepare them for unsubsidized employment.

Policy and Procedures

Building upon the success of past years, several changes have been made to expand the 2016 GYEP, resulting in greater access to services and opportunities for GROW Transitional Age Youth (TAY). The 2016 GYEP is now a year-round program and GROW participants shall be referred throughout the year.

The GYEP program will continue to receive referrals and serve GROW-TAY from the following GROW sites identified by DPSS: 1.) Lancaster GROW Site, (2) South Special GROW Site, and (3) Metro Special GROW Site. The GYEP may also be expanded to additional DPSS GROW Sites. CSS shall provide further guidance and training at the appropriate time.

GYEP Eligibility

Candidates for this program are identified and referred by DPSS staff. Program participants must meet all the following selection criteria:

1. GROW TAY ages 18 to 24;
2. Determined to be work ready by GROW staff;
3. Must have no felonies;
4. Referrals shall **only** be considered from the below GROW sites.

Referral Process

Referrals shall begin July 1, 2016, and continue through the year. CSS shall monitor expenditures on a bi-weekly basis to ensure expenditures are maximized with sufficient referrals.

1. The Participating AJCC will receive referrals from the paired GROW site as shown below:

GROW Site	America's Job Center of California Partner
Lancaster GROW Site	Antelope Valley AJCC
South Special GROW Site	Community Career Development/Compton AJCC
Metro Special GROW Site	
Pomona GROW Site	TBD
Humboldt GROW Site	TBD

2. The DPSS Liaison shall identify and refer only those candidates who pass all ten (10) criteria of the Work Readiness Checklist (Attachment I). Once identified, the DPSS Liaison will refer participants to the appropriate AJCCs via e-mail using the DPSS/AJCC Referral form (Attachment II). The Subject of the email should indicate "GYEP REFERRAL."
3. Upon receipt of the referral form, the designated AJCC staff shall complete the section "Outcome/Result of Appointment" of the DPSS/AJCC Referral form and return it via email to the DPSS Liaison within five (5) business days of receipt.

No Shows/Non-Responsiveness

If the participant is a "No Show" to the initial AJCC appointment, the DPSS Liaison must be notified the same day. If after five (5) business days the participant is still non-response to an AJCC appointment, the DPSS Liaison must be notified by the sixth business day.

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Replacement Referrals:

Replacement referrals shall be made as long as the AJCC has funds available to support participant activities. Should a participant not utilize all authorized hours, additional participants may be enrolled or the balance of the unused hours may be distributed among the remaining participants.

Supportive Services:

The AJCCs are not required to provide supportive services to GYEP participants. DPSS will provide each participant with supportive services including: transportation, background clearance costs and other services as appropriate. If additional supportive service needs arise contact the DPSS Liaison for assistance.

Subsidized Employment:

GYEP participants shall be provided with three (3) months of subsidized employment at 20 hours per week at the current minimum wage. Effective January 2016 the wage is \$10.50 per hour. GYEP subsidized employment starts when the participant reports to a worksite site and shall end when the participant completes three (3) months of employment. However, weekly work hours and additional days may be increased. New participants may be added when the AJCCs determines that a budget surplus exists.

A Work Site Agreement (Attachment III) shall be maintained by the AJCC.

Schedule of Payment to Participants:

Wages will be paid to participants twice every month. The first payment will be on the 15th day of the month and the second payment will be made on the last day of the month.

Co-Enrollment into WIOA:

Co-enrollment in the Workforce Investment and Opportunity Act (WIOA) program is not mandatory however, if the participant meets the WIOA eligibility criteria and shows a potential to benefit from WIOA services; participants may be co-enrolled.

Reporting and Participant Tracking Requirements:

AJCCs shall maintain records of GYEP activities on the CSS Web-Based Application and in case notes as appropriate no later than two (2) business days of the activity or an appointment. AJCCs shall maintain case files with, at minimum the following required case file information:

- a. GROW Verification of Employment Request form
- b. Work Readiness Checklist

- c. DPSS/AJCC Referral Form
- d. Case Notes, including any issues and their resolution
- e. Original Verification of Employment form
- f. Bi-Weekly Payroll Information
- g. Worksite Agreement(s)
- h. Timecards/wage payment documentation

Web-Based Application System:

The CSS Web-Based Application system will be utilized for the tracking of participants' subsidized employment activities. AJCCs must ensure that all participant information is entered into the Web-Based Application on a daily basis but no later than **two (2) business days** after each activity.

Verification of Employment:

AJCCs shall complete the Verification of Employment (VOE) form (Attachment IV) and send it to the DPSS Liaison via e-mail within five (5) business days of the subsidized employment start date. The original shall be kept as part of the case record.

Bi-Weekly Management Report:

AJCCs shall complete and submit the Bi-weekly Management Report (Attachment V) to Claudia Curry at ccurry@css.lacounty.gov every other Thursday of the month beginning July 21, 2016.

Confidentiality:

AJCCs shall ensure that staff working on the GYEP program complete and sign the AJCC Employee Acknowledgement and Confidentiality Agreement form (Attachment VI). Only staff that have completed the forms are authorized to work with GYEP participants. The original form shall be kept by the AJCC with a copy sent to CSS Program attention Claudia Curry at ccurry@css.lacounty.gov.

Under no circumstance shall records or information pertaining to individuals participating in the GYEP be disclosed to any person(s) except those designated County employees authorized with prior written permission of the DPSS Liaison.

Civil Rights Training:

All staff shall attend the mandatory County provided Civil Rights training as directed by CSS.


Outcomes:

The goal of the GYEP is to provide GROW-TAY participants with subsidized employment and introduce them to the workforce system. Therefore, AJCCs must enroll 100% of referred participants, who meet the qualifying criteria established for this program. Participants, who successfully complete the program, would have acquired job

experience which will increase their opportunities to reach self-sufficiency through unsubsidized employment.

Inquiries:

If you have any questions about this directive, please contact Claudia Curry at (213) 351-5388 or Ccurry@css.lacounty.gov.



Josie Marquez, Assistant Director
Workforce Investment and Opportunity Act Programs

Attachments:

- Work Readiness Checklist and Pre-Test (Attachment I)
- GROW DPSS/AJCC Reverse Referral (Attachment II)
- GYEP Work Site Agreement (Attachment III)
- GROW Verification of Employment Request (Attachment IV)
- Bi-Weekly Management Report (Attachment V)
- Contractor Employee Acknowledgement and Confidentiality Agreement (Attachment VI)

**GROW YOUTH EMPLOYMENT PROGRAM
WORK READINESS CHECKLIST AND PRE-TEST**

NAME:	DATE:
INTERVIEWER/RATER:	PRE-TEST SCORE:

Participant must have no felonies and must receive a score of 10 on the below indicators.

Please check appropriate box for each indicator/competency.

Work Readiness Indicator		Pass	Fail
1.	Follows Instructions	<input type="checkbox"/> Responds accurately and appropriately to verbal and written instructions.	<input type="checkbox"/> Does not respond accurately and appropriately to verbal and written instructions.
2.	Completes Tasks Accurately	<input type="checkbox"/> Carefully completes all tasks and assignments.	<input type="checkbox"/> Does not carefully complete all tasks and assignments.
3.	Demonstrates "Learner's Attitude"	<input type="checkbox"/> Demonstrates a clear interest in tasks and assignments.	<input type="checkbox"/> Does not demonstrate a clear interest in tasks and assignments.
4.	Accepts Constructive Criticism	<input type="checkbox"/> Always reacts appropriately and positively to corrections and guidance.	<input type="checkbox"/> Does not always react appropriately and positively to corrections and guidance.
5.	Punctual/Timely	<input type="checkbox"/> Always arrives and completes tasks on schedule.	<input type="checkbox"/> Does not always arrive on time and does not always complete tasks on schedule.
6.	Consistent	<input type="checkbox"/> Consistently demonstrates positive work behaviors and skills.	<input type="checkbox"/> Does not consistently demonstrate positive work behaviors and skills.
7.	Presents Self Appropriately	<input type="checkbox"/> Dress, grooming, mannerisms and speech are work appropriate.	<input type="checkbox"/> Dress, grooming, mannerisms and speech are not work appropriate.
8.	Communicates Clearly	<input type="checkbox"/> Expresses thoughts and ideas clearly.	<input type="checkbox"/> Does not express thoughts and ideas clearly.
9.	Drug/Alcohol Free Behavior	<input type="checkbox"/> Demonstrates a commitment to drug-and-alcohol-free behavior.	<input type="checkbox"/> Does not demonstrate a commitment to drug-and-alcohol-free behavior.
10.	Positive Attitude	<input type="checkbox"/> Demonstrates a positive work attitude.	<input type="checkbox"/> Does not demonstrate a positive work attitude.
Total/Pass/Fail Scores:			
Comments:			
Interviewer/Rater Signature:			



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**GENERAL RELIEF OPPORTUNITIES FOR WORK (GROW)
WORKSOURCE CENTER (WSC)/ONE-STOP (OST) /
AMERICAN'S JOB CENTER OF CALIFORNIA (AJCC) REVERSE REFERRAL
(Please respond within five workdays)**

Participant's Name: Last		First	Middle	Case Number:
Appointment Information - Completed by Department of Public Social Services (DPSS)				
Date of Referral: / /		Referred to:		
Date of Appointment: / /		Location:		
Time of Appointment:				
Contact Person:		Contact #: () -		
E-mail:		Fax #: () -		
Reason for Referral:				
<input type="checkbox"/> GROW Youth Employment Program (GYEP) <input type="checkbox"/> GROW Transition-Age Youth Employment Program (GTEP)				
Other: _____				
GROW Site Information - Completed by DPSS				
GROW site:		Address:		
Contact Person:		Contact #: () -		
E-mail:		Fax #: () -		
(Acknowledgement of Referral and Consent to Release of Information)				
I authorize DPSS and WorkSource/One-Stop staff to exchange information regarding my case file, participation, and counseling for employment and training services.				
Participant Signature: _____ Date: _____				
Outcome/Result of Appointment - Completed by WSC, One Stop or AJCC				
Attended Appointment: <input type="checkbox"/> Yes <input type="checkbox"/> No		Accepted for referred service or program: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Subsidized Employment Start Date:		If not accepted for referred service or program, indicate reason in comment section.		
Subsidized Employer Name:		Work schedule:		
Address:		Hours Per Week:		Hourly Wage:
Telephone:		Expected Completion Date:		
Comments:				
WSC Staff Signature:		Title:		
Telephone:		Date:		

General Relief Youth Employment Program (GYEP) WORKSITE AGREEMENT
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This agreement is between American Job Center of California and the Worksite: Name _____ is entered into this date _____ and is effective through this date _____.

I. The Worksite agrees to:

- A. Adhere to all Los Angeles Youth Jobs (GYEP) Program regulations and program-related Youth Contractor policies.
- B. Adhere to all requirements in the American's With Disabilities Act (ADA), Health and Safety (General, Fire, and Earthquake), Emergency & Evacuation Plan, Workplace Postings.
- C. Provide meaningful work experience consistent with the goals of the GYEP Program.
- D. Maintain accurate timecard records, verify hours, and ensure that timecards are signed by the participant and the supervisor prior to payment. Ensure any timecard alterations, changes or corrections are initialed by the Supervisor and the youth (**THE USE OF WHITE OUT IS STRICTLY PROHIBITED**).
- E. Provide participant with an orientation to familiarize the participant with his/her duties, work hours, and what to do in case of an emergency and provide clear emergency and evacuation procedures.
- F. Provide the participant with supervision at all times and a clear line of supervision and accountability.
- G. Give full consideration to the possibility of hiring the participant although there is no requirement to do so.
- H. Provide materials and equipment necessary to perform the duties of the work assignment.
- I. Cooperate fully with monitors from: County of Los Angeles, State of California or Department of Labor, with accessibility to the worksite staff and information pertaining to worksite operation.

II. The AJCC agrees to:

- A. Provide the worksite with Los Angeles Youth Jobs (GYEP) Program regulations and program-related Youth Contractor policies.
- B. Ensure the worksite is in compliance with requirements in the, American's With Disabilities Act (ADA), Health and Safety (General, Fire, and Earthquake), Emergency & Evacuation Plan and all appropriate Workplace Postings and work restrictions.
- C. Ensure that the worksite provides meaningful work experience consistent with the goals of the GYEP Program.
- D. Ensure that the worksite provides participant with an orientation to familiarize the participant with his/her duties, work hours, worksite expectations and what to do in case of an emergency and ensure clear emergency and evacuation procedures are in place.
- E. Verify that the participant is supervised at all times and ensure participant is provided a clear line of supervision and accountability.

- F. The AJCC is responsible for all payroll processes. Maintain accurate timecard records, verify hours, and ensure that timecards are signed by the participant and the supervisor prior to payment. Ensure any timecard alterations, changes or corrections are initialed by the Supervisor and the participant (**THE USE OF WHITE OUT IS STRICTLY PROHIBITED**).
- G. Ensure that participants are paid in a timely manner on the 15th of the month and on the last day of the month.
- H. Encourage the agency to give full consideration to the possibility of hiring the participant although there is no requirement to do so.
- I. Ensure the worksite provides materials and equipment necessary to perform the duties of the work assignment.
- J. Ensure that the Worksite fully cooperates with monitors from: the County of Los Angeles, State of California or Department of Labor, with accessibility to the worksite staff and information pertaining to worksite operation.
- K. Assign only those GYEP participants that have gone through verification process successfully.
- L. Provide all GYEP participants with an orientation, explaining the program's purpose, procedures, payroll and rules and also an overview of what to expect at the worksite.
- M. Ensure liability and accident coverage of participant during work hours through workers' compensation as provided by the worksite.
- N. Provide Worksite Supervisors with appropriate written materials.

III. Worksite and AJCC agree that:

- A. Neither party shall incur costs from each other arising from participation in the GYEP program.
- B. This Agreement may be terminated at any time only by mutual consent. Any modifications to this agreement shall be approved by the County.

Worksite Name: _____

Worksite Address: _____

BY: _____

Signature: _____

TITLE: _____

AJCC Name: _____

BY: _____

Signature: _____

TITLE: _____

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC SOCIAL SERVICES

General Relief Opportunities for Work (GROW) Verification of Employment Request

Participant: _____ Case name: _____ Case number: _____ Address: _____ _____ Zip: _____ Phone: _____	GROW Site: _____ Address: _____ _____ Zip: _____ Phone: _____ Fax: _____ GROW Worker: _____ GROW File Number: _____
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You must provide proof of your current employment. If possible, please obtain a letter from your employer on company's letterhead that says:

1. Date you became employed
2. Number of hours you work each week
3. Hourly wage
4. How long the employment is expected to last
5. Your job title
6. Name, address and telephone of the person providing the information

If you are unable to get a letter from your current employer, your employer may fill out the bottom of this form. You may mail or return this form to the address listed above.

You must return proof or this letter to me by _____.

If you do not return proof or this letter your GR cash aid may stop and you may be sanctioned.

A sanction means that you lose your GR cash aid and you have to wait to get it back. The waiting period can be 0 days, 30 days or 60 days. If you are sanctioned, we will let you know how long your sanction waiting period is in another notice.

Your GR will not stop if:

1. You have not been on GR cash aid for three months in the past year;
2. You make a mistake (are negligent); or
3. You have a good reason for not providing proof of you current employment.

GROW might help you pay for transportation until you receive your first paycheck. In addition, if you are employed, you may request Post Employment Services. Ask your GROW Worker for information. If you have any questions, call the number listed above.

I authorize the release of the information requested below to Los Angeles County, DPSS.

Participant's Signature: _____ Date: _____

Name of Employee:		Job Title:	
First day of employment:		Weekly hours:	
Salary:	Hourly:	Weekly:	Monthly:
Employer name:		Industry:	
Address:		City:	Zip:
Is employment: Permanent [] Temporary [] Full-time [] Part-time []			
If temporary, when is it expected to end?			
Name of person completing this form: _____			
Job Title:		Telephone number: () _____	
Signature:		Date:	

ASP 192 (02/2014)

**BI-WEEKLY MANAGEMENT REPORT
GENERAL RELIEF YOUTH EMPLOYMENT PROGRAM (GYEP) 2016**

Please complete the form below in full. This report is due on the 15th and the last day of every month at noon, beginning July 3, 2016. Email a copy of the report to Claudia Curry at ccurry@css.lacounty.gov.

GYEP PAYROLL REPORT - (Circle the pay period) 1st Half / 2nd Half							
Client Name	Last 4 Digits of SSN	Check Date	# of Hours Worked	Gross Pay	Tax Deduction	Other Deduction (specify)	Net Pay
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

Submitted By: _____
Name and Title

Signature: _____ Date: _____

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to the Department of Community and Senior Services (CSS) with Contractor's executed Agreement. Work cannot begin on the Contract until CSS receives this executed document.)

Contractor Name: _____ Agreement No. _____

Employee Name: _____

GENERAL INFORMATION

The Contractor referenced above has entered into a contract with CSS to provide _____ [suggest including a blank to state the specific service(s)] on behalf of the County of Los Angeles. CSS requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

EMPLOYEE ACKNOWLEDGEMENT

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above reference contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-reference contract.

I understand and agree that I am not an employee of CSS or Los Angeles County for any purposes whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the CSS or County by virtue of my performance of work under the above reference contract. I understand and agree that I do not have and will not acquire any rights or benefits from CSS or County pursuant to any agreement between any person or entity and CSS or County.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above referenced contract is contingent upon my passing, to the satisfaction of CSS and County of Los Angeles, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of CSS and County of Los Angeles, any such investigation shall result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or

entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. CSS and the County of Los Angeles have a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for CSS and the County of Los Angeles. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work to the above-referenced agreement between my employer and CSS and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentations, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I shall keep such information confidential.

1. I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: _____ Date: _____

PRINTED NAME: _____

POSITION: _____

WITNESS SIGNATURE: _____ Date: _____

WITNESS PRINTED NAME: _____